



**Douglas Public School District**  
21 Davis Street  
Douglas, MA 01516



## PROFESSIONAL EMPLOYMENT APPLICATION

Last Name	First	Middle	Date
Street Address			Home Phone (    ) Cell Phone (    )
City	State	Zip	
Are you a U.S. citizen or lawfully permitted to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Should the job require driving, do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you been laid off or subject to recall? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you currently retired? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, please state retirement system _____			
Email Address: _____			

### EDUCATION

	Name and Location of School	Course of Study	Number of Years Completed	Did you Graduate	Degree or Diploma
Grammar School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Trade, Military, or Other				<input type="checkbox"/> Yes <input type="checkbox"/> No	

### EMPLOYMENT INTERESTS AND QUALIFICATIONS

Please indicate the position for which you are applying.

Date Available

What special skills or qualifications do you have which are related to the type of work desired?

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List extra-curricular activities that you could direct, or other special skills or additional information you would like us to consider.

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### *Excellence in Education*

The Douglas Public Schools is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

Resume may be attached to the application, but all requested Employment Application information must be completed for full consideration.

## EMPLOYMENT HISTORY

Name of Employer	Title and Duties
Address	
City, State, Zip	
Name and Title of Immediate Supervisor	
Phone Number	Dates Employed (MM/DD/YY) to (MM/DD/YY)
Reason for Leaving	

Name of Employer	Title and Duties
Address	
City, State, Zip	
Name and Title of Immediate Supervisor	
Phone Number	Dates Employed (MM/DD/YY) to (MM/DD/YY)
Reason for Leaving	

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Address	
City, State, Zip	
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U.S. MILITARY SERVICE	
Branch of Service	Highest Rank or Rating
Date of Service (MM/YY) From: _____ To: _____	Military Occupation:

Please attach college transcripts and a copy of current certification/approval/license.

PROFESSIONAL CERTIFICATIONS, APPROVALS, AND LICENSES			
	Number	Grade & Subject, or Type of License (i.e. R.N., LICSW)	Date of Issue & Expiration Date
Massachusetts Teacher Certification (Teacher, Admin, etc.)			
Trade Licenses			
Other			

Membership in professional or civic organizations (Exclude those which may disclose your race, color, religion or national origin):

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ADDITIONAL INFORMATION	
Have you ever worked for the Douglas Public School District? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, when?	Position Held:
Please indicate names of relatives employed by the District.	
How were you referred?	
Have you ever been dismissed from previous employment? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been convicted of a felony in the last ten years? <input type="checkbox"/> Yes <input type="checkbox"/> No (Conviction will not necessarily bar an applicant from a position)	
PLEASE NOTE: If your answer is 'YES' please give full particulars on an attached statement.	

REFERENCES (do not list relatives)		
Name	Position	Address & Telephone Number

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The Douglas Public School District is an equal opportunity employer and we abide by all federal and local laws prohibiting employment discrimination. It is the policy of the Douglas Public School District Committee to recruit and select for employment the best qualified applicant for each position without regard to race, color, sex, religious cred, age, national origin, marital status, disability or sexual orientation.

It is unlawful in Massachusetts to require or administer a lie detector test as a condition for employment or continued employment.

**PLEASE READ CAREFULLY & SIGN BELOW**

I certify that the information in this application is accurate, current and complete. I understand that misstatements or omissions may result in disqualification from further consideration or termination of employment. I authorize the Douglas Public School District (the "District") to investigate my employment history and credentials and obtain any relevant information needed to make an employment decision. I agree to cooperate and assist in any such investigation and I release the District and those supplying information to the District from liability with regard to the information supplied.

I also understand and agree that:

1. An offer of employment is contingent upon a satisfactory CORI and SAFIS Background check per 603 CMR 51.00.
2. In compliance with the immigration and Reform and Control Act of 1986, I understand that I will be required to provide approved documentation that verifies my right to work in the United States prior to my first day of employment.

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

**PLEASE RETURN TO:**  
  
**Douglas Public Schools**  
**Office of the Superintendent**  
**21 Davis Street**  
**Douglas, MA 01516**

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